

POSITION: Supply Clerk, GS0-2005-4**NUMBER OF VACANCIES:** 1 Full time position**TYPE OF APPOINTMENT:** Temporary, not to exceed 13 months, may be extended or terminated sooner based on budget, staffing or funding.**SALARY RANGE:** \$24,679 to \$32,080 per annum.**POSITION DESCRIPTION:** 1387**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 3:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 4:** This is a Non-Bargaining Unit position.**LOCATION:** This position is located in Acquisition & Material Management Division, Vancouver, WA Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**TOUR OF DUTY:** This position is dayshift, M-F. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US citizen**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The primary purpose of this position is to provide the necessary supplies and equipment in support of the Medical Center's health care providers. The incumbent performs clerical or technical supply work necessary to ensure the effective operation of ongoing supply activities. Maintains stock levels for authorized items including equipment, property, publications, and forms. Performs inventory management related duties including elements of item management, material coordination, and inventory control.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-2005 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.**General Experience:** One (1) year of progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.**Substitution Of Education For Specialized Experience:** Two (2) years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal; prerequisite is creditable**Rating Factors:** On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS**. **Failure to respond to rating factors will result in applicant not being referred for the position:** 1. Knowledge of OSHA safety requirements as well as Universal Body Substance Precautions. 2. Knowledge of proper handling of a wide variety of supplies including tanks of gases, hazardous chemicals, sterile supplies, etc. 3. Knowledge of standardized supply regulations, policies, procedures or other instructions relating to the specific functions assigned. 4. Knowledge of computerized supply databases used to maintain inventory. 5. Ability to communicate with employees within the same agency but outside of the immediate organization.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. OF-306, "Declaration for Federal Employment. **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ICTAP eligibility. (if applicable)

HOW TO OBTAIN FORMS:**Forms are available online at www.portland.med.va.gov/hr****In Portland:**

VA Medical Center
 Human Resources Management Division
 3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
 Portland, OR 97239. Phone # (503) 273-5236

If Mailing:

VA Medical Center,
 Human Resources Management Division (P4HRMS)
 P.O. Box 1034
 Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.